

ACCRUALS (Time-Off Tracking)

HRMS Accruals (Dept Accrual) page will be available for department's data entry beginning in mid June. Users will be notified via the PUG list and HRMS message board when the Accruals page is available.

Please note that in addition to entering accrued vacation days this year, payroll administrators will also enter accrued sick and personal days into HRMS. Although a financial accrual will not be posted to the general ledger for accrued sick and personal days, this information is being captured for use with the Time-Off Tracking (TOT) and Time and Labor (T&L) systems. For departments starting TOT or T&L on July 1, 2009, check the box "Load as TOT/T&L Beginning Balances" located at the top right of the Accruals page (see below). By checking the box, all values from the Accruals page will be automatically loaded into the TOT/T&L systems as July 1, 2009 beginning balances.

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| <p>For Departments Starting TOT or Time and Labor (T&L) This checkbox is for departments starting TOT or T&L on July 1. Values on this page will be automatically loaded as beginning balances in TOT/T&L.</p> |
| <input type="checkbox"/> Load as TOT/T&L Beginning Balances |

All data must be entered and verified in HRMS by **5:00 PM on Wednesday, July 8th**. Days should be entered to the nearest tenth of a day; valid values are between 0 and 22.0. For accounting purposes, accrued vacation days for eligible employees that are not entered and verified by 5:00 PM on Wednesday July 8th, will automatically default to the maximum allowed 22 days, thus the maximum expense will be charged to the department. Accounting Services will post the vacation accrual journal by Monday, July 13th.

Accrued vacation days entered should be the number of accrued vacation days that an employee would be paid out, if terminated, as of June 30, 2009. Accrued sick days and personal days entered should be the number of days an employee has available as of July 1, 2009.

For additional information, the University's Time-Off Policies can be found on the Human Resources website at <http://hr.wustl.edu/>.

Although departments may begin entering data in mid June, employee changes (i.e., transfers, terminations) will be continually updated on the list through June 30, 2009.

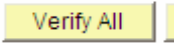
Vacation eligibility criteria include:

- Role = Staff
- Hires and Rehires with an Effective date up to 1 month prior to the end of the fiscal year will need accrued days entered. You will ***not*** be charged accrual amounts for these people. The days will only be used for the Time-Off Tracking Leave Balances.
- Regular Employees with total number of standard hours (for all jobs meeting criteria) equal to or greater than 20 hours
- Employee Status = Active, Unpaid Leave, Paid Leave, Suspended, or on Work Break
- The total FTE for all the jobs meeting the above criteria is > .49. Note: Vac Elig FTE is the total FTE for staff jobs only. Total FTE is the total of all jobs (including academic, if any).

How to Enter Data

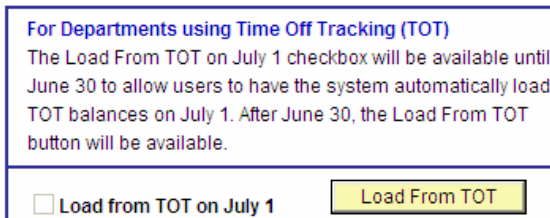
The accruals function can be accessed by any HRMS user who has Accruals access. To access the accruals function, sign on to HRMS and select Accruals under the Personal Information menu item. The first screen is the search page. Enter your department number and click the Search button.

The second screen is the data entry page. Data can be entered all at once or can be entered intermittently and saved. **Please note: If your department is actively using Time-Off Tracking, you can automatically load your department’s vacation data directly from Time-Off Tracking, please refer to instructions below.** In addition, data entered and saved can be left unverified and changed until the cutoff date and time listed above. Data verification can be performed on a person by person basis as the days are entered or you can click on “Verify All” button after all data has been verified.

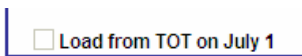


CAUTION: Do not use the BACK button from the browser, as you will lose your work. You must use the “Save” button.

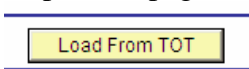
If your department is actively using the Time-Off Tracking system, your data can be automatically loaded into the HRMS Accruals page in one of two ways.



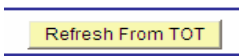
One, prior to July 1st you can check the “**Load from TOT on July 1**” checkbox and the system will automatically load and save your data from TOT system to the Accruals page in a overnight process June 30th.



Two, anytime between July 1st and 5:00 PM on July 8th your data can be automatically loaded and saved by checking the button “**Load from TOT**” located in the Time-Off Tracking (TOT) Controls box near the top of the page and proceeding through the confirmation page.



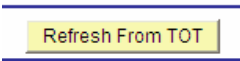
After, your department’s vacation data has been loaded from TOT, the data will be available for your review and verification immediately, beginning on July 1. Any changes need to be entered into the Time-Off Tracking system and reloaded (click the “Refresh from TOT” button) into the Accruals page for review and verification prior to July 8th.



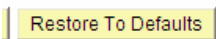
Please note the following if you are using the Time-Off Tracking system to load your departments Vacation and Sick Accrual data:

(1) Your changes can only be made into the Time-Off Tracking system. The Accruals page will only be used to load the data from Time-Off Tracking system for final review and verification in order to determine the University’s annual Vacation Accrual liability.

(2) The “Refresh from TOT” button will be available to refresh data from the TOT system into the Accruals page. Data changed in the TOT system will be available to be refreshed in the Accruals page at 10 minutes past the top of every hour.



(3) Use the “Restore to Defaults” button to reset all data loaded from the TOT system. By clicking the “Restore to Defaults” button your data will be reset to the default values of 22 days for vacation and 0 for sick and personal.



(4) A zero balance or negative balance balances will be loaded from TOT as a zero balance in the Accruals page for accounting purposes.

Please contact the FIS Helpdesk at 935-5707 with accrual related questions.

Below is an example of the Accrual page.

Example of Dept Accrual Page/Screen:

Dept Accrual

Fiscal Year: 2009

Department: _____

Verify All Restore To Defaults

For Departments using Time Off Tracking (TOT)
 The Load From TOT on July 1 checkbox will be available until June 30 to allow users to have the system automatically load TOT balances on July 1. After June 30, the Load From TOT button will be available.

Load from TOT on July 1 Refresh From TOT

For Departments Starting TOT or Time and Labor (T&L)
 This checkbox is for departments starting TOT or T&L on July 1. Values on this page will be automatically loaded as beginning balances in TOT/T&L.

Load as TOT/T&L Beginning Balances

| Empl ID | Empl Rcd# | Name | Last FY Days | Vac Accr Days | Vac Accr Hours | Sick Accr Days | Personal Accr Days | Days Verified? | Vac Eln FTE | Total FTE | Hire Date | Rehire Date | Empl Status | System Defaulted | Last Updated By | Last Update Date/Time |
|---------|-----------|------|--------------|---------------|----------------|----------------|--------------------|--------------------------|-------------|-----------|------------|-------------|-------------|--------------------------|-----------------|-----------------------|
| 0 | | | 0.0 | 6.87 | 51.52 | 4.29 | | <input type="checkbox"/> | 1.00 | 1.00 | 10/01/2008 | | Active | <input type="checkbox"/> | Joyce Kniepkamp | 05/15/2009 10:27:56AM |
| 0 | | | 15.2 | 17.77 | 133.26 | 59.70 | | <input type="checkbox"/> | 1.00 | 1.00 | 11/12/1997 | | Active | <input type="checkbox"/> | Joyce Kniepkamp | 05/15/2009 10:27:56AM |
| 0 | | | 22.0 | 22.00 | 165.00 | 120.00 | 2.00 | <input type="checkbox"/> | 1.00 | 1.00 | 01/14/1985 | 09/29/1987 | Active | <input type="checkbox"/> | Joyce Kniepkamp | 05/15/2009 10:27:56AM |